

DD5/OC-010

REPORTS INVENTORY						
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Summary Overtime Report				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		1. ADMIN. GENERAL OTHER (specify) 2. COMMUNICATIONS		
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Bi-weekly		6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form, computer print-out, etc.) Form		8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT OC Order 20.3.1		
10. PREPARING COMPONENT (include lowest level contributing information to report) OC/SCD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Feeder to OC-A				
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT X TIMES PREPARED = COST PER YEAR	
GS-6(8)	\$4.32		.25	=	\$1.08 26/year = \$28.08	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR \$28.08						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)				ESTIMATED SAVINGS MAN-HOURS DOLLARS 25X1		
16. DATE OF INVENTORY 2 October 1979		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090062-0				18. EXTENSION